



Vacancy Notice INT03274

INTERPOL is the world's largest international police organization, with 195 Member Countries. Created in 1923, it facilitates cross-border police co-operation, and supports and assists all organizations, authorities, and services whose mission is to prevent or combat international crime. INTERPOL is now looking for a qualified candidate as ERP Business Analyst within the Information, Systems and Technology Directorate.

INTERPOL embraces diversity and is committed to achieving diversity and inclusion within its workforce. Qualified applicants from under-represented member countries and women are strongly encouraged to apply.

Job Title:	ERP Business Analyst
Reporting To:	Head of Department -Application Support & Data Management (ASDM)
Location:	Lyon, France
Duration:	3 years*, Fixed-Term Contract
Grade:	5
Number of post:	1
Level of Security screening:	Enhanced
Deadline for application:	10 June 2023

Tests/interviews in connection to this selection procedure will likely take place approximately 2/3 weeks after the deadline for applications. Applicants are kindly requested to plan their availability during this period accordingly, in case they are short-listed.

Selected candidates will be expected to report for duty approximately two to three months after receiving an offer of employment at the latest.

This selection exercise may be used to generate a reserve list of suitable candidates that may be contacted to address Organization's potential staffing needs in the future.

* This position carries, in principle, no expectation of renewal. Subsequent extension to this post will be subject to the terms of the Organization's Staff Manual, to satisfactory performance and to availability of funds.

INTERPOL is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of INTERPOL Member Countries, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation and disabilities.

INTERPOL places no restrictions on the eligibility of candidates, without distinction as to race or ethnic origin, religion, opinions, gender, sexual orientation or disabilities. However, the national policy and laws in force in INTERPOL host countries may mean that staff members' spouses or partners, while legally recognized by the Organization, are not given the same recognition when they reside in certain duty stations. When this is the case, the Organization will inform the candidates accordingly to ensure that they are aware of the situation and allow them to make an informed decision. Candidates are also encouraged to familiarize themselves with specific laws and policies that may impact their personal and family situation in the duty station to which they apply.

INTRODUCTION OF POST

- Working in the ERP Competence Centre, the incumbent manages and performs regular upgrading and corrective maintenance concerning ERP (SAP), particularly for HR modules. He/she is responsible for coordinating and optimizing ABAP (Advanced Business Application Programming) developments, Fiori, and configurations on HCM/SRM modules by focusing on solutions suitable to the particular context of the Organization.
- The incumbent is the second-level support contact for any problems reported, generally, by key users.

PRIMARY DUTIES

DUTY 1: Implementation of updates/changes

- Record the change request, then establish a timeline for the implementation.
- Handle all aspects of the implementation: drafting of operational and technical specifications; configurations and developments; tests; preparation for launch; post-launch support.
- Assess the potential need to call upon an external partner for complex requests for which we do not have the expertise.
- Validate specifications prior to developments and the quality of the developments made.
- Develop and configure in compliance with the Organization's development standards.
- Ensure support and user documentation is updated.

DUTY 2: Second-level support

- Provide specialized technical and operational support to users, namely those working in Human Resources, using good communication skills in a multicultural environment.
- Process tickets using the ticket-management system: open, track, analyse, diagnose, resolve incidents, then close the incident ticket.
- If necessary, remind Business users of good user practices.
- If necessary, escalate to SAP Marketplace.

DUTY 3: Perform any other duties as required by the Supervisor.

REQUIREMENTS

All candidates will be assessed on the under mentioned requirements

Please only include professional experience for which you can provide official proof of employment (i.e. pay-slip indicating your functional title, work certificates, etc.). You could be asked to provide copies of such documents prior to interviews/tests. Any discrepancies found between the information stated in any of your application documents and the evidence of employment provided, will be considered misrepresentation and may lead to your disqualification from this selection procedure. This is especially important for your current and previous functional titles (they need to be exactly the same as the one in your contractual agreement), exact dates of employment, description of responsibilities and achievements, reason(s) for leaving and part-time work.

Training / Education required

- Three to four years' education at a University or specialized higher education establishment in computer science.

Experience required

- At least three years of experience is required.
- Between seven and ten years' experience is desirable
- SAP certification is desirable.
- Sound knowledge of HR practices (Employee Life Cycle management, payroll, performance management, recruitment, etc.).

Languages

- Fluency in English is required
- Fluency in French would be desirable
- Working knowledge of any of the other official language of the Organization (Arabic, or Spanish) would be an additional asset.

Skills required

- SAP-HR technical and business Analyst - knowledge of the HR main processes (French Payroll, Employee life cycle, Talent management)
- Hands on experience in ABAP and/or Fiori development

Mandatory:

- ABAP, ABAP HR, Smart Forms, Sapscrip, LSMW, Fiori, User-Exit/Badi, roles and permissions.

Desirable:

- QlikSense,
- Dell Boomi.

Abilities required

- Sense of service, flexibility, analysis, ability to take an overall view, versatility, organization and autonomy.
- Dedication, sense of responsibility, energetic, operational.
- Writing skills.

WORKING CONDITIONS

- Remuneration for appointment on contract: Salary scales of all duty stations of INTERPOL can be found at <https://www.interpol.int/What-you-can-do/Careers/Vacancies>. The starting point is step 1 and one additional step will be granted for every 3 years of fully relevant experience. The salary scales of INTERPOL's officials are adjusted at least once per year (more under exceptional circumstances) on the basis of the methodology used for the calculation of the Purchase Power Parity (PPP).
- The successful candidate may be offered appointment on a higher step depending upon professional background and experience. For more information regarding conditions of service see Employment conditions for contracted officials available on the Organization's career website (<https://www.interpol.int/What-you-can-do/Careers>).
- The incumbent may occasionally be required to work occasional overtime based upon workload and to go on missions.
- In order to be a staff member at INTERPOL the proof of fully COVID-19 vaccination status is a mandatory requirement. The person is considered fully vaccinated if he/she has taken all the doses (initial and booster doses) required by the local health authorities of his/her country of residence/origin. This may imply a reduced number of doses if the person has recovered from COVID-19 infection (requirement for recovery certificate). Please note this as you apply for the position advertised.
- Within the limits of the applicable regulations in the duty station, INTERPOL supports selected candidates' visa applications and/or special residence permits.

In compliance with INTERPOL's Confidentiality regime the successful candidate will have to undergo a security screening according to the clearance level attached to the function.

- INTERPOL has four official languages: English, French, Spanish and Arabic.
- INTERPOL retains the right not to make any appointment to this vacancy, to make an appointment at a lower or upper grade, to make an appointment with a modified job description or for a shorter or longer duration than indicated above.
- INTERPOL would like to inform candidates that their application may be considered for other similar positions.
- INTERPOL operates a non-smoking policy.